

Purpose

Mille Lacs County recognizes the benefit of providing flexible remote work location options while using technology to enhance customer service, increase employee productivity and morale, reduce the cost and environmental impact of commuting, and reduce the need to expand County office and parking space. Under certain circumstances, telework arrangements may also serve as effective strategies to support employee health, safety, and productivity during times when reporting to the typical work site is not prudent or not feasible. The flexibility offered through telework arrangements supports the County's objectives to effectively deliver public services through a qualified and engaged workforce focused on service excellence.

Policy & Procedures

The County supports telework as an alternative work arrangement for County employees when both the employee's performance and the job are suited to such an arrangement. A telework arrangement may be considered by the County when it would benefit the organization, the employee, and the community.

Telework allows employees to regularly work at home or at a suitable designated County approved alternative location that is not a County owned or leased space, for all or a portion of the workweek. Working at home on occasion, after hours, or as needed such as on a weekend to complete a project or in combination with the Family Medical Leave Act is not considered a telework arrangement as addressed in this policy.

Mille Lacs County requires that a telework arrangement be established in accordance with this policy when an employee will work from home or another designated remote location for a minimum of one day per week for a period of time spanning three or more calendar month]. An employee entering into a telework arrangement shall be subject to County policy provisions addressing telework.

Overview

This Telework Policy is intended to provide a general framework for all County Departments implementing telework arrangements. Additional requirements and provisions may be specified related to telework arrangements at the department or work unit level based on the specific work requirements of that area as well as the nature and requirements of the job.

Telework in no way changes the terms and conditions of employment with Mille Lacs County. Applicable provisions of the teleworker's Collective Bargaining Agreement and/or County Policies will continue to apply during telework arrangements. In addition, telework arrangements will comply with appropriate state and federal laws including the Fair Labor Standards Act (FLSA).

Telework is a cooperative arrangement between the employee and their supervisor and department head, and serves as an alternative method of meeting the requirements of the County to effectively deliver high quality public service. Telework is a management tool that allows for flexibility in work options and may serve as a positive arrangement for qualified employees who are committed to engaging in an effective remote work arrangement. It is not a countywide benefit, and employees do not have the right to telework. Any approved telework arrangement will be on a trial basis for the first three months. A telework arrangement may be discontinued at will and at any time at the request of either the employee

or the County, except in circumstances when the County has specifically designated the role as a telework-only position and/or when the County has determined the work must be performed remotely based on health, safety, or other comparable considerations.

Telework arrangements are based primarily on:

- the needs of the job, the department, and the organization; and
- the employee's demonstrated readiness to be an effective teleworker including:
 - past and present levels of performance
 - consistent demonstration of self-direction and motivation
 - availability of a suitable remote office environment
 - access to technology and communication requirements

Telework is not a substitute arrangement for child and/or elder dependent care or an arrangement to accommodate personal or other business endeavors.

Telework is a privilege, and employees participating in this option must maintain a high level of accountability in their work and public service delivery. Teleworkers should avoid both actual and apparent conflicts with the general public's expectations for responsible, effective, and committed public service while working under a telework arrangement.

Violations of this Telework Policy, the Telework Program Agreement, and any associated program requirements and expectations may result in discontinuation of a telework arrangement and may result in disciplinary action up to and including termination of employment.

Procedure

Telework is generally a voluntary work arrangement, in which both the employee and supervisor agree on the benefits of telework, taking into account the needs of the client/customer, the job, the work group, the County; the employee's level of performance, self-direction and motivation; and the employee's remote office environment and availability of technology and communication systems to support effective remote work. In voluntary telework arrangements, either the employee, or the supervisor or department head, may terminate the arrangement at any time. If an employee requests to end the telework arrangement and return to a traditional onsite work arrangement, a reasonable notice period will be required in order to prepare an appropriate onsite work area for the employee. The employee and management will discuss and agree upon a reasonable date for the transition of work location.

Under certain circumstances, telework may be a required work arrangement – for example during times of natural disaster, pandemic, or other situations when county leadership determines that remote work arrangements best support employee and workplace health and safety. In addition, the county may designate certain jobs or positions to be performed primarily via telework arrangements when the job or position is particularly suited to be successfully performed via remote work arrangement and such designation is in the best interests of the organization and public.

Telework is not a viable work arrangement for all positions or well-suited to all employees. Telework is not considered a contract or guarantee of continued employment. County clients and customers should detect no difference in the quality or timelines of service rendered from the primary office or a County approved telework location.

General Provisions

- The employee's work status, primary job duties, obligations, responsibilities, and conditions of employment with the County remain unchanged.
- Salary, retirement benefits, and insurance coverage remain unchanged by a change in work location resulting from a telework arrangement.
- Teleworkers may be required to provide work progress reports and/or comply with additional requirements specific to the telework arrangement to support public accountability and the County's ability to monitor the effectiveness and success of the telework arrangement, as well as to ensure the supervisor is able to effectively evaluate the progress and accomplishments of employees participating in this work option.
- Teleworkers may be assigned to conduct work from the telework site as their primary work location throughout their typical work week, or the teleworker may be regularly scheduled to work onsite at County locations for a portion of their typical work week or during specified work weeks. Scheduling and location arrangements must be approved by the supervisor.
- Teleworkers may be required to attend meetings, training, or other activities onsite at County locations and/or to travel to other work or training locations. These expectations may occur on a regularly scheduled basis, and/or may represent a deviation from the typical work week, similar to training and travel expectations of County staff who typically work at a County office.
- Provisions of the applicable Collective Bargaining Agreement and/or County Policies must be followed when planning and implementing telework arrangements.
- Telework arrangements must comply with appropriate state and federal laws including the Fair Labor Standards Act (FLSA), which regulates the payment of overtime compensation.
- Telework is not guaranteed for any specific period of time.
- To the extent possible, or as required in accordance with Collective Bargaining Agreement and/or County Policy, individuals will be provided advance notice of a planned change of work location.
- If the remote work arrangement is ended due to employee performance concerns, the typical advance notice period for changes of location may be shortened, to the extent permitted by this policy.
- Hours of work for employees participating in a telework arrangement will conform to a schedule agreed upon by the employee and their supervisor.
- Telework selection decisions, with primary rationale, are provided to the employee and are documented in the **Telework Application Supervisor Review**.
- All employees approved to telework, along with their supervisor and department head enter into a signed **Telework Program Agreement** before telework begins, indicating agreement to the terms and conditions set out by Mille Lacs County associated with teleworking.
- Each **Telework Program Agreement** will be reviewed for continued mutual benefit at regular intervals identified by the supervisor and department head.
- An employee who changes from one job or position to another is required to complete a new telework application process to facilitate appropriate review of whether the new job and the employee's experience, knowledge and abilities in relation to the new job are an appropriate fit for a telework arrangement.

Teleworker Eligibility and Selection Criteria

Employee requests to telework are evaluated by the supervisor and/or department head. Selection to participate in a telework arrangement does not guarantee an employee's participation for any specific period of time. The supervisor and/or department head will evaluate suitability of a potential telework arrangement based on the employee's demonstrated skills, performance, and ability to meet requirements, as well as an evaluation of other work-related and job-related criteria specific to the department, work unit, and job or position.

Telework Program Agreement and Approval Procedure

1. Interested employees in eligible positions should review the Telework Policy and submit a completed **Employee Telework Program Application** to their supervisor for consideration.
2. The supervisor and department head will review the application, completing the **Telework Application Supervisor Review** form, and evaluate relevant eligibility and selection factors.
 - a. If a Telework Program Application is not approved, the primary reason(s) for the determination will be documented by the supervisor and/or department head and communicated to the employee.
 - b. Management decisions not to approve a telework arrangement are final, and the determination is not subject to appeal.
 - c. An updated Telework Program Application may be submitted at such time that the job or factors contributing to the original denial have sufficiently changed to warrant renewed evaluation.
3. If the Telework Program Application is approved, the employee and their supervisor and/or department head will complete a **Telework Program Agreement**.
4. The **Telework Program Agreement** must be submitted to the Administrative Services Office for review and approval before the employee may begin the remote work arrangement.
5. Approved and fully executed **Telework Program Agreements** will be maintained by the Administrative Services Office in the employee's personnel file.

In addition, approved telework arrangements will be communicated to the Technology Services Office and an appropriate start date for remote work will be established to accommodate necessary arrangements including provision of technology equipment and/or training and/or other logistics required to ensure a smooth and successful transition to the remote work arrangement.

Telework Program Guidelines

In order to ensure effective and productive telework arrangements, the following guidelines are established supporting appropriate identification of staff and County positions that are likely to be well-suited for successful telework. Various requirements are defined herein to support efficient telework program service delivery and administration of approved flexible work arrangements. Further requirements and provisions may be specified regarding telework arrangements at the department or work unit level based on the work requirements and responsibilities of that area, as well as the nature and requirements of the job.

Individuals participating in a telework arrangement with Mille Lacs County are responsible for adherence to and compliance with all relevant Telework Policy provisions and the specific terms of their Telework Program Agreement.

Guidelines

Teleworker Eligibility & Selection Criteria

Employee requests to telework are evaluated by the supervisor and/or department head. Selection to participate in a telework arrangement does not guarantee an employee's participation for any specific period of time. The supervisor and/or department head will evaluate suitability of a potential telework arrangement based on the employee's demonstrated skills, performance, and ability to meet requirements, as well as an evaluation of other work-related and job-related criteria specific to the department, work unit, and job or position.

The following qualification factors will be considered, in addition to department/work unit/job specific requirements, when evaluating suitability for a telework arrangement:

- The individual is employed in a job and position that is compatible with remote work, taking into account not only the job classification in general, but also the assigned caseload or specific duties of the particular position.
- The employee performs work that is measurable and results oriented.
- The employee generally or consistently exceeds performance expectations.
- The employee knows the job well and consistently applies this knowledge to demonstrate successful performance.
- The employee is skilled in areas including but not limited to: time management and meeting deadlines, establishing priorities, applying organizational skills, developing solutions and/or clearly expressing needs as appropriate to the situation, demonstrating a high level of initiative and self-motivation, working independently, and demonstrating effective communication and reporting skills.
- The employee must demonstrate ability to maintain effective levels of service to customers and/or clients.
- The employee agrees to participate in all activities and requirements for individuals participating in telework such as additional training focused on teleworkers, activities designed to support evaluation and reporting regarding the effectiveness of telework arrangements, and regularly scheduled communications with management.
- The employee must have no demonstrated history of abuse of vacation or sick leave within the last two-year period, and no disciplinary action within the past one year.
- The employee is willing and able to report to the County office and/or other assigned work sites as directed to fulfill job duties, either on a regularly scheduled basis (e.g., every Monday and Wednesday), or as needed in order to meet expectations for the job as defined by management.
- The employee is willing and able to report to the County office and/or other assigned work sites on a regularly scheduled teleworking day, if necessary, as determined by management.
- The employee is proficient with technology related to job requirements and telework.
- The employee maintains access to a suitable remote office space with required technology access capabilities for successful connection including high-speed internet and voice communications.
- Technology systems, software, etc. that the employee uses in performance of their job functions are accessible and can be effectively used via remote work arrangement.

- The employee's supervisor and department head demonstrate commitment to supporting telework arrangements and demonstrate effective and successful management of remote workers.
- The work needs of the department and/or work unit are not adversely impacted.
- Seniority is not a basis for selection to participate in a telework arrangement.

Technology Equipment & Office Supplies

- Appropriate technology equipment including hardware, software, mobile devices, etc. will be determined by the County on a case-by-case basis, with information supplied by the teleworker and supervisor, in relation to the teleworker's position and required work duties.
- The County reserves the right to make determinations regarding appropriate equipment and these determinations are subject to change at any time, at the sole discretion of the County.
- County owned technology equipment is provided for the teleworker and will be supported by Technology Services. The County will provide equipment as needed for the employee to reasonably complete their work. There will be no use of personal equipment.
- All equipment, software, access, and data provided to the teleworker shall be used for business purposes only, except where limited personal use of county computer equipment and communication systems is permitted as defined by existing County Policy.
- The use and access of equipment, software, access, and data provided to the teleworker shall be strictly limited to authorized persons only.
- All equipment, software, access, and data provided to the teleworker remains the property of the County and must be returned to the County upon separation of employment.
- Office supplies will be provided by the County using normal office supply procurement procedures.
- The teleworker is responsible for provision and costs of high-speed internet connection of at least 20 mb down, and 5 mb up. The recommended speed is 100 mb down and 25 mb up.
- If the teleworker is using a wireless router, it must be password protected.

Workspace

The employee will designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking. The employee is responsible for establishing and maintaining all aspects of setting up the office, e.g., remodeling, acquiring a desk, seating, electrical support, lighting, and other general equipment, etc. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. The area must also be free of distractions that might affect teleworker performance.

Any employer materials, equipment, and data shall be kept in the designated work area at home and shall not be made accessible to others.

Security

Employees participating in a telework arrangement must take all necessary precautions to secure and ensure the protection of County data and to prevent unauthorized access of any County system, equipment, or data. This includes but is not limited to the following security requirements:

- The teleworker will not remove private and/or confidential data from County premises without the prior authorization and approval by their supervisor.

- The teleworker will take all reasonable and necessary precautions to protect and secure County data, equipment, and systems from theft, damage, unauthorized access, or misuse.
- Private and/or confidential data must be kept in a locked file cabinet in the teleworker's workspace and shall not be accessible to others.
- The teleworker agrees to abide by other County Policies and procedures regarding the safeguarding of County data, systems, and equipment.
- The teleworker shall bring all non-public County data and printouts back to the office for confidential destruction.
- USB drives provided by the County may be used for transporting electronic files. If files contain client data, private and/or confidential data, the USB drive must be appropriately secured.
- The teleworker is responsible for regular password maintenance and all other security measures appropriate for the job and remote work arrangement.

Taxes

Tax implications, local ordinance and zoning issues related to the home workspace shall be the responsibility of the employee.

Liability

- The employee's home workspace will be considered an extension of the employer's workspace during agreed-upon work hours.
- The employer is not liable for loss, destruction, or injury that may occur in or to the teleworker's home. This includes but is not limited to injury of family members, visitors, or others occurring within or around the teleworker's home, including the home workspace.
- The County does not assume any liability for loss, damage, or wear and tear of teleworker owned equipment, furniture, etc. This includes but is not limited to normal wear on home furnishings, any damage resulting from the installation of additional equipment, as well as any accidental damages due to the failure of County equipment.
- The County shall bear responsibility for repairing and/or replacing County owned equipment in a timely manner.
- The County is responsible for insuring County owned equipment.
- The teleworker has the same responsibility for taking appropriate steps to minimize damage to County owned property at the remote worksite as at the County office and typical worksites.
- The designated telework space must accommodate any equipment to be used in work performed at this site, and the teleworker must protect the work space from hazards and dangers that could affect themselves or the equipment (e.g., faulty or ungrounded electrical outlets, failure to install and maintain smoke detectors, etc.)
- The teleworker will not hold in-person meetings with clients, customers, members of the public, or co-workers, or other business meetings, at the home telework site.

Safety & Ergonomics

- The teleworker is responsible for establishing and maintaining a safe office space free of hazards. The teleworker will also review office ergonomic information provided by the County and apply the appropriate guidelines.

- The teleworker signs as part of the Telework Program Agreement that they consider their telework office safe and ergonomically correct. The supervisor also signs after discussing with the teleworker.
- In general, the County will not regularly inspect telework offices. However, if necessary, teleworkers need to permit home inspections by designated County personnel. Whenever reasonably possible, the County will endeavor to provide 24 hours prior notification before inspection.

Worker's Compensation

- An employee is covered by the state's worker's compensation laws while in telework status and conducting County business.
- The employee's home or telework site is considered a work site only during scheduled working hours for purposes of worker's compensation.
- The employer assumes no liability for employee injuries occurring in the employee's home workspace outside the agreed-upon work hours.
- Any work injury that occurs within the course and scope of employment must be reported to the supervisor immediately, using the County's standard injury reporting process.

Hours of Work & Time Reporting

Teleworkers are expected to maintain regular hours of work consistent with their agreed upon schedule. The teleworker shall maintain availability as defined by management via phone, email, and/or other designated communication systems during their regularly scheduled hours of work. All requests for time off and/or an adjustment to the teleworker's schedule shall be requested via the established department process and must be approved in advance by the employee's supervisor.

All hours worked will be reported regularly and accurately on a timecard and submitted to the employee's supervisor. Hours worked outside of the agreed upon schedule and/or in excess of the employee's typical work week require the advance approval of the teleworker's supervisor, except where alternative parameters and expectations are established and communicated by the supervisor (e.g., standing authorization to work additional hours to address emergency or other high priority work requirements as needed).

Mileage

Mileage will be reported through established procedures when requesting reimbursement for eligible work-related travel. Travel time to and from the County office is not considered work time. This includes travel time for mandatory meetings and other work-related purposes requiring the employee to report to the County worksite.

Telework Status

There exist two options for telework arrangements; part-time/intermittent and full-time. The approval of full-time telework arrangements may result in loss of the employee's designated work space in the applicable County facility; however, the County will provide shared work spaces for full-time teleworkers to perform their work if or when they're on-site.

Appendix A: Employee Telework Program Application

After reviewing the County Telework Policy and Telework Program Guidelines, employees interested in applying to telework should complete this form and submit it to their supervisor.

Name (Please Print): _____ Job Title: _____

Department: _____ Division/Work Unit: _____

Email: _____ Work Phone/Cell: _____

Please respond to the following questions below and submit the completed form to your supervisor for review. Request to schedule a meeting with your supervisor to discuss the application.

1. Proposed Telework Schedule

Considering the nature of your job, do you propose teleworking on a part-time/intermittent or full-time basis?

_____ Part-Time/Intermittent

_____ Full-Time

If part-time/intermittent, how many days per week do you propose to telework?

_____ Day(s) Per Week (on average)

Please specify below the hours (e.g. 8:00 a.m. – 4:30 p.m.) and days you propose to telework. If the proposed hours and days involve a rotation, please describe. Your hours of work and telework days must be consistent with existing contracts and/or scheduling needs.

Is this proposed work schedule a deviation from your current work schedule?

☐ Yes ☐ No

Explain why have you proposed these hours and days?

2. Remote Workspace

Do you currently have access to a remote workspace that meets the County's Telework Program Guidelines and policy requirements?

☐ Yes ☐ No

Please describe the proposed remote workspace, and include a photo with your application.

3. Telework Suitability

The items listed below are intended to prompt a thoughtful review and discussion regarding potential suitability for telework. The employee, and management, should evaluate these items honestly and objectively. In some cases, a potential obstacle or challenge identified in this evaluation may be adequately addressed so that a telework arrangement is still possible. The Department Head in consultation with the immediate supervisor will make the final decision as to whether or not the employee will have the opportunity to telework.

a. Job Requirements & Characteristics Review

Please consider the following job requirements and characteristics as they relate to your current job and work assignment:

Job Requirements and Characteristics	Yes / Frequently or Always	Sometimes / Occasionally	No / Rarely or Never
Face-to-face contact with other employees and/or the public is required.			
If yes to above, these interactions can be effectively accomplished via existing County technology such as videoconferencing.			
Assigned work reflects clearly defined tasks and deliverables.			
A significant portion of the job tasks are most effectively completed with focused concentration in a quiet setting.			
Work results can be accomplished independently and/or can be accomplished effectively through virtual interactions (phone, email, videoconferencing, etc.).			
Work can be effectively completed without access to special equipment or systems available only at the regular work site.			
Work needs of the department and/or work unit would be negatively impacted and/or would require reassignment of duties and responsibilities if this position were moved to a remote work arrangement.			

b. Employee Demonstrated Work Characteristics Review

Please consider your own work characteristics as an employee, as demonstrated in your current position when responding to the following items:

Employee Demonstrated Work Characteristics	Yes / Frequently or Always	Sometimes / Occasionally	No / Rarely or Never
I have maintained performance ratings reflecting that I generally or consistently exceed performance expectations.			
I am knowledgeable in all aspects of my job and consistently apply this knowledge to demonstrate successful performance.			
I consistently establish priorities effectively and work independently.			
I have good organizational and planning skills.			
I demonstrate a high level of skill in time management, reliability, and meeting deadlines.			
I consistently demonstrate a high level of initiative and self-motivation in my job.			
I regularly demonstrate the ability to develop appropriate solutions and/or clearly express needs, as appropriate to the situation.			
I am knowledgeable about the county's policies and procedures, and regularly demonstrate adherence to these			
I maintain a high level of customer service, and regularly meet or exceed expectations in the areas of productivity and work quality.			
I communicate effectively with supervisors, coworkers, and customers.			
I am proficient in the use of technology related to my job and as needed to support an effective telework arrangement.			
I have demonstrated appropriate management of accrued leave time, and consistently and timely follow department procedures for requesting and receiving approval of time off.			

4. Effective Communications & Collaboration

By initialing below, I agree to use the following methods to ensure timely, effective communications and collaboration with management and County team members while participating in a telework arrangement:

_____ I will attend in-person required meetings, training sessions, and other work-related events where in-person attendance is recommended, and/or when in-person attendance is most effective.

_____ I will report to the County office and/or other assigned work sites for meetings, training, etc., as assigned.

_____ I will take steps to ensure that communication remains consistent and timely, and demonstrate commitment to maintaining open lines of communication with my supervisor and others with whom I interact to conduct County business.

_____ I will maintain availability and consistently demonstrate responsiveness in communications during my scheduled hours of work.

_____ I will use email, phone, videoconferencing, and/or other County and supervisor approved communication methods to stay in touch with other County team members.

_____ While teleworking, I will encourage my coworkers to contact me via phone and/or email.

_____ In the event of illness or other need for time off work, I will timely follow the regular department procedure for requesting time off.

_____ If I propose to telework on a day that I would regularly be scheduled to work at a County worksite, due to weather conditions, mild illness during which I feel well enough to work from home, or other reason, I will discuss with my supervisor in advance and obtain approval to modify my work location for the day.

_____ I agree to actively participate in all activities and requirements for individuals participating in telework such as additional training focused on teleworkers, activities designed to support evaluation and reporting regarding the effectiveness of telework arrangements, and regularly scheduled communications with management.

_____ I am willing and able to report to the County office and/or other assigned work sites as directed to fulfill job duties on regularly assigned days and as needed in accordance with management direction.

_____ I am willing and able to report to the County office and/or other assigned work sites on a regularly scheduled teleworking day, if necessary, as determined by management.

Notes/comments regarding above section, if any (optional):

5. Telework Strategy

I believe telework is a good alternative work strategy for me because:

Complete this item if you are proposing to regularly work some days onsite at a County facility, and some days teleworking. The tasks that I plan to work on while teleworking will include (list general task types and examples):

6. Telework Outcomes

My ability to telework will positively affect my work, the County, and clients/customers in the ways described below. Please identify specific goals (e.g., increased productivity and work quality due to fewer distractions, increased customer service responsiveness, County cost savings by moving from a dedicated onsite office to a shared teleworker landing station when working onsite, etc.).

Acknowledgement

I have reviewed the information in this form and confirm that it is true and accurate. I have reviewed the Telework Policy and the Telework Program Guidelines and am prepared to comply with the expectations and requirements outlined in these documents to establish and maintain a successful telework arrangement in my position with Mille Lacs County.

Employee Name: _____

Employee Signature: _____ Date: _____

Please submit the completed form to your supervisor for review and ask to schedule a meeting to discuss the Employee Telework Application.

Appendix B: Employee Telework Supervisor Review Form

After reviewing the Telework Program Application, the supervisor must schedule a meeting with the requesting employee. It is recommended that the supervisor complete this form in advance of the meeting with the employee. The Telework Application Supervisor Review Form should be used as a discussion guide during the meeting with the employee and maintained as documentation of the supervisor's evaluation of suitability for a telework arrangement, as well as documenting any changes regarding the proposed telework schedule, etc. If the telework arrangement is not recommended, the supervisor should document the primary reasons for this decision below.

Employee Name: _____ Meeting Date: _____

To be completed by the supervisor:

1. Proposed Telework Schedule

Do you agree regarding the number of teleworking days per week and proposed schedule?

☐ Yes ☐ No

Please note your comments and/or concerns regarding the proposed schedule below. If you answered "no" to the question above, please explain and/or outline an alternative plan.

2. Remote Workspace:

Do you agree the proposed remote workspace described presents an acceptable arrangement that meets the County's Telework Program Guidelines, Telework Policy, and Department requirements?

☐ Yes ☐ No

Please note your comments and/or concerns regarding the employee's proposed remote workspace, or alternatives discussed, in the space below.

3. Telework Suitability

a. Job Requirements & Characteristics Review

Do you agree with the answers provided by the employee on Job Requirements and Characteristics Review on the Telework Program Application?

☐ Yes ☐ No

Please note your comments and/or concerns related to the Job Requirements and Characteristics Review section below. If you answered "no" to the question above, please describe the job characteristics you differ on and why.

b. Employee Demonstrated Work Characteristics Review

Do you agree with the answers provided by the employee on Employee Demonstrated Work Characteristics Review on the Telework Program Application?

☐ Yes ☐ No

Please note your comments and/or concerns related to the Employee Demonstrated Work Characteristics Review section below. If you answered “no” to the question above, please describe the characteristics you differ on and why.

4. Effective Communications and Collaboration

Please review the employee’s responses in this section and note your comments and/or concerns related to maintaining effective communications and collaboration with management and team members if this employee were to transition to a telework arrangement.

5. Overall Suitability of Telework Arrangement

Please discuss this application in terms of your overall support of, or concerns regarding, a telework arrangement. Include comments regarding any additional relevant information for consideration in this section, if not already addressed in the Telework Application Supervisor Review sections above. If you do not recommend moving forward with a telework arrangement in regard to this application, please document the primary reasons why telework is not recommended.

Supervisor Recommendation

I recommend initiating a Telework Program Arrangement for the above-named employee.

☐ Yes ☐ No

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Department Head Name: _____

Department Head Signature: _____ Date: _____

Employee Acknowledgement

I acknowledge that I have met and discussed my Telework Application with my Supervisor.

Employee Name: _____

Employee Signature: _____ Date: _____

If preliminary supervisor recommendation is provided, the employee must complete, and the supervisor and/or Department Head and Personnel Director must approve, a Telework Program Agreement.

The fully executed Telework Program Agreement must be submitted to the Administrative Services Office prior to the employee beginning the remote work arrangement.

Appendix C: Telework Program Agreement

This form is to be completed after the employee receives preliminary approval to telework through the Telework Application process. The completed Telework Program Agreement with all required approval signatures will be maintained in the employee's personnel file in the Administrative Services Office. The fully executed Telework Program Agreement must be in place before the employee begins remote work.

Employee Name: _____ Job Title: _____

Department: _____ Division/Work Unit: _____

Email: _____ Work Phone/Cell: _____

Address of Telework Location

Address: _____

City: _____ State: _____ Zip Code: _____

Is the telework location indicated above, the same as the employee's home address?

☐ Yes ☐ No

Work Schedule and Telework Effective Date

The employee will be regularly scheduled to telework on the following days and hours, in accordance with the schedule specified below. The employee will notify their supervisor if unable to perform their duties in accordance with the agreed upon schedule and will follow the department procedure to request and obtain approval for time off.

Specify the telework schedule days and hours below.

(For example - Telework Mondays, Tuesdays, Thursdays, Fridays 8:00 a.m. – 4:30 p.m. and work at County Office Wednesdays 8:00 a.m. – 4:30 p.m.).

This telework arrangement will be effective beginning on the following date: _____

Telework Status: _____ Part-Time/Intermittent _____ Full-Time

Telework Terms and Conditions

- I agree to perform services for the County as a teleworker and understand that teleworking is an alternative work arrangement that may be terminated by the County or by me at any time in accordance with, and as permitted by, the Telework Policy.
- I agree that my duties, obligations, responsibilities, and conditions of employment remain unchanged, and that my salary, benefits, and insurance coverage remain unchanged and are not affected by telework.
- I agree that my work hours, overtime compensation if applicable, vacation and sick leave or paid time off, and other terms and conditions of employment will conform to the current collective

bargaining agreement or personnel policy as applicable, and will meet the terms agreed upon with my supervisor.

- I agree to develop an effective communications strategy with management and County team members, including attending required meetings and additional onsite requirements as assigned, and will follow that strategy throughout my telework schedule.
- I agree that as applicable, I will establish dependent care arrangements during agreed upon work hours.
- I agree to designate and maintain a telework workspace that is free from safety hazards and meets recommended ergonomic standards. I will protect the telework workspace from hazards and dangers that could affect the equipment and me.
- I agree to restrict use of any employer provided equipment, software, data, and supplies, which are located at my telework workspace to the sole use of conducting County business.
- I agree to take all necessary precautions to secure and ensure the protection of County data and to prevent unauthorized access of any County system equipment or data.
- I will provide an internet connection with a desirable speed of [X.X mb. or not less than X.X mb.] as needed to effectively perform my work duties.
- I agree to return any telework equipment, software, data, and supplies, which were provided as part of my County employment upon my termination of telework or termination of employment.
- I agree that my employer may make onsite visits to my telework workspace during normally scheduled work hours, with 24 hours' notice if possible.
- In the event of system or equipment malfunctions, I agree to notify my supervisor immediately. I understand that if a malfunction precludes me from working from my telework location, then I may be assigned other work or may be required to report to the primary County office worksite. In the event of these malfunctions, I understand that I may be required to report to the Technology Services Office for on-site troubleshooting and repairs as necessary.
- I agree that my telework workspace is considered an extension of the County's primary worksite and that all applicable County policies and procedures apply to the telework arrangement.
- I understand that I am governed by the provisions of worker's compensation during the agreed-upon work hours. I agree that if I have a work-related accident during my telework hours I will report it to my supervisor immediately and complete the County's incident reporting process.
- I agree I will not hold in-person meetings with clients, customers, members of the public, or coworkers, or other business meetings, at my home telework site.
- I agree that the County is not liable for injuries to third parties and/or household members that occur at my remote worksite, and I agree to indemnify and hold the employer harmless regarding any such injuries.
- I agree that all products, documents, reports, and data created as a result of my work-related activities are owned by the County and will be returned to the County as requested, and upon termination of the telework arrangement or termination of employment.
- I agree that I will use County-issued equipment in compliance with the policies of the County.
- I understand that the information supplied by me and contained in my Telework Application and this Telework Program Agreement, as well as additional information, inquiries, reporting or surveys, may be used for management and evaluation of the telework program by the County. Data collected and maintained related to the telework program is subject to the provisions of the

Minnesota Government Data Practices Act and may be available to other persons or entities as required by law.

Employee Acknowledgement and Agreement

My signature below indicates that I have read and accepted the terms and conditions of this Telework Program Agreement as specified, as well as any related state and federal laws and employer policies involving telework, safety, data security, worker's compensation, and other related matters. I acknowledge that I have read the County Telework Policy, the Telework Program Guidelines, and this Telework Program Agreement and have completed all of the requirements. I will adhere to all applicable provisions of the County Telework Policy, Telework Program Guidelines, this Telework Program Agreement, and other County policies and guidelines in regard to my telework arrangement.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Approval

I agree that this employee may telework with the conditions identified in the above terms.

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Department Head Name: _____

Department Head Signature: _____ Date: _____

Administrative Services Office Approval

I agree that this employee may telework with the conditions identified in the above terms.

Personnel Director Name: _____

Personnel Director Signature: _____ Date: _____

Please submit the completed Telework Program Agreement to the Administrative Services Office.